

Attachment 2
Cadet Staff Application Package.

Application Process

1. Please ensure that you have received the Wright Brothers Award and that you are 13 years of age before 12 June 2005; previous encampment completion is a requirement for cadet staff..
2. Print out and complete a MSWG Encampment Form 31A (see annex 1) and complete it fully including squadron commander's (or DCC's) signature. Pay especial attention to the parental release statement and the complete the medical information fully. You may complete the essay portions on the form itself or by attaching a typed document.
3. Complete a resume of your cadet career.
4. Print out and complete a CAPF 60 (see annex 2) and complete it fully (both sides please).
5. Print out and complete the Orientation Flight Questionnaire (see annex 3).
6. If you will bring medications to encampment, please print out and complete a MSWG Encampment Form 31B (see annex 4) and complete it fully.
7. Please take all of these forms and mail them with a with a check for \$90 made out to "MSWG Cadet Programs" to

MSWG Summer Encampment
305 Fechet Dr
Biloxi MS 39531

The cadet staff selection process is expected to be highly competitive this year. Note that those cadets desiring to attend on the cadet executive staff (cadet deputy commander, cadet executive officer and cadet first sergeant) must have their applications postmarked no later than **15 Mar 05** and announced on **21 Mar 05**. All other cadet staff must have their completed application postmarked by **1 Apr 05**; these positions will be announced **11 Apr 05**.

Cadets that are not selected for the position they desire may be selected to serve in a different staff position within the encampment. Cadets NCOs that are not selected for staff are ENCOURAGED to attend as basic cadets if positions are available.

Cadets not desiring to attend in a different staff position than the ones they have indicated or not desiring to attend as a basic should indicate that on their form.

It is the responsibility of the cadet applicant to ensure they hold the appropriate grade for the position as shown below when they ARRIVE at encampment.

Cadet Staff Position Descriptions

EXECUTIVE STAFF

Deputy Commander (C/CD) (1 cadet, C/2d Lt to C/Maj)
Supervises leads and mentors training flight commanders in their duties. Fills in for C/CC when absent.. Supervises training and meetings for flight staff.

Executive Officer (C/XO) (1 cadet, C/2d Lt to C/Maj)

Directs, supervises, and leads support staff in their duties. Fills in for C/CC when directed. Directs all support and logistical tasks for the basic encampment. Works closely with the encampment executive officer.

First Sergeant (C/CC) (1 cadet; C/MSgt to C/CMSgt)

Principal enlisted advisor to C/CC. Works through NCO's to supplement training and to set example for basic cadets.

LINE STAFF

Flight Commander ("X" Flt/CC) (3 cadets; C/CMSgt to C/Capt)

Supervises and controls direction and training of flight. Directs the flight sergeant in training, developing, and instilling teamwork and motivation in flight. Works through the C/CD to suggest additional training

Flight Sergeant ("X" Flt/CCS) (3 cadets; C/SSgt to C/CMSgt)

First line leader for basic cadets. Directs small unit training and leads flight in all activities. Responsible for cadets' uniforms and rooms. Helps build motivation and uses corrective training to fix problems.

SUPPORT STAFF

All support staff officers will work closely with their senior counterparts.

Training Officer (C/XP) (1 cadet; C/2d Lt to C/Maj)

Creates and direct all assigned training events, to include drill evaluation, cadet quiz bowl, and ES familiarization courses. Will suggest supplemental training to commander based upon observation of the training environment. Works closely with the Standardization and Evaluation Officer and with the Encampment Deputy Commander on implementation of the training schedule. Will write staff reports on activities of encampment, and will present a final report by one week after the encampment.

Administration Officer (C/DA) (1 cadet; C/2d Lt to C/Maj)

Works through C/XO to accomplish all administrative duties, including in-processing and out-processing, duty logs, and any other paper-generating activity. Serves as cadet assistant to the encampment communications officer. Assists other cadet support staff members in accomplishing the mission, to include the daily newsletter done by C/PA.

Public Affairs Officer (C/PA) (1 cadet; C/MSgt to C/Maj)

Responsible for interface with base media and releases of pictures and information. Will create a daily newsletter for cadets and keep them informed of major news developments. Will create appropriate slideshows for graduation exercises as required.

Cadet Logistics Officer (C/LG) (1 cadet; C/SSgt to C/Capt)

Assist the encampment logistics officer in the provision of encampment logistical support. Provides assistance to the medical officer in the provision of medical support to the encampment. First Aid and CPR are a requirement; EMT or First Responder rating is preferred.

Standardization and Evaluation Officer (C/IG) (1 cadet; C/MSgt to C/Capt)

Will develop plan to inspect, grade, and critique cadets, especially involving uniform wear, drill and ceremonies and dormitory inspections. Works closely with the Training Officer and the Encampment First Sergeant.

Cadet Support Assistant (C/XOS) (1 cadet; C/SSgt through C/CMSgt)

Provides enlisted support to the cadet executive officer. May be assigned to provide support to any and all support staff functions as required by the mission.

Notes for Staff Applicants

CONDUCT: While at encampment, everyone will be expected to epitomize the cadet leader. Nothing less than the highest level of professional conduct will be tolerated. Understand that this is an intensive training environment and the Cadet Honor Code will be strictly enforced. Cadets posing disciplinary problems may be sent home at any time during the encampment at the discretion of the encampment commander.

EQUIPMENT: Review the attached equipment list carefully. Any equipment brought that is not listed on the equipment list will be considered contraband and confiscated upon arrival.

CADETS DRIVING POVs: Cadets driving a privately owned vehicle to encampment will be required to secure the vehicle and turn in the keys to the encampment staff. This includes cadet staff. If you drive your POV, be sure to bring proof of insurance, registration, and driver's license to enable you to come onto Columbus AFB.

STAFF TRAINING: Please note there is a staff training weekend the week before encampment. This is not optional and staff attendees must be prepared to attend training to attend the encampment as a staff member.

Mandatory Equipment List

The mandatory equipment list for encampment begins on the next page. Please ensure that your uniform items meet CAP uniform standards before you arrive at encampment. We are on an active duty military installation and our cadets are expected to set a high standard of uniform wear. Please ensure your uniform fits properly, you have the appropriate patches and accoutrements before arriving, and that you meet grooming standards. The encampment will not maintain uniform supplies and none will be available for purchase; please ensure you have what you need before you arrive. Cadets who do not meet grooming standards will be directed to the base barber to receive a haircut before they are allowed to inprocess the encampment.

Additionally, please note that you are only authorized to bring items on this list. Cadets will complete a formal inprocessing procedure and unauthorized items (note the list below) will be confiscated.

Cadet Membership Card		
Personal Medications & Rx		(All medications will be turned into the Medical Officer)
Short Sleeve Blue Shirt	2	(or more) (All required insignia & ribbons - refer to CAPM 39-1)
Blue Uniform Tie	1	
Blue Pants / Blue Skirt	1	(2 suggested) (Slacks are authorized for female cadets)
Flight cap w/ device	1	
Shoes - Low quarters	1 pair	(with shoeshine kit)
Belt & Buckle - Blue web	1	
BDU Shirt	2	(or more)
BDU Pants	2	(or more)
BDU Hat	1	No squadron hat and no 5 point Marine cover
Boots - Combat	1 pair	(Boots will be bloused)

Belt & Buckle - utility	1	
Black socks / hose	4 pair	(Female cadets check CAPM 39-1 for acceptable hose color)
Black boot socks	4 pair	
Blousing bands	2 pair	
Sweat shirt and pants	1 set	(Used in good condition is OK - BUT - no holes)
Athletic Shirt	3	(plain gray or white preferred - NO inappropriate words or sayings)
Athletic Shorts	2	(plain gray or white preferred - NO inappropriate words or sayings) NO baggies, no excess length, no holes
Athletic socks - white	1 pair	
"Tennis" shoes	1 pair	(Good condition, no holes, no "Neon" laces or flashing lights)
Shower sandals or Flip-flops	1 pair	
Swim suit	1	(Appropriate body coverage, no thong or string bikinis)
White T-shirt (V-neck)	4	
Brown T-shirt (BDU)	4	
Rain gear		Coat or poncho, Black, green, or camo
Clothes hangers	8	
Sleep wear (pajamas)	1	(Suitable for wear outdoors at fire drill)
Underwear	8 sets	Females at least 1 White Sports Bra
Chapstick & sun tan lotion	1 each	(at least 15 or 30 shade block)
Personal hygiene kit (enough for 10 days)		to include bathing soap, deodorant, shampoo, toothpaste & toothbrush, shaving gear, if necessary. Keep in a travel container or baggy
Laundry soap		enough for 2 to 3 loads
Sewing kit & travel iron		
3 ring binder labeled with your name & extra paper -CAPM 39-1, CAPR 52-16, AFMAN 33-2203 are all good items to bring, Aerospace Education Book with your name in it , Leadership Book with your name in it		
Pen & pencil + small memo book	2	
1 permanent black marker		
Ruler or measuring tape at least 6 inches long		
Flash light	1	(w/ extra batteries & bulbs)
Empty Canteen (should also bring web belt)		
Civilian attire (conservative shirt and shorts/jeans)	1	<u>NO</u> baggy pants or T-shirts with inappropriate pictures or sayings
Military Windbreaker/Allweather coat with patch		
All qualification cards you have such as ROA, 101 card, First Aid, CPR, CAP Drivers License, etc.		
Stamped, self addressed post cards	2	
<u>**PLEASE**LABEL**ALL**ITEMS**WITH**YOUR**NAME**</u>		
The encampment provides food, bed with mattress, bed linens, closet, dresser, washers and dryers (no cost), water, towels,		

wash cloths, toilet paper & fixtures. Please plan accordingly.

You may also want to bring:

Clothing bag for dirty laundry

Spending money (negotiated with your parents)

Small inexpensive or "one use" camera

DO NOT BRING:

Weapons of any kind

Alcohol, tobacco, illicit drugs, pornography

Personal reading material other than CAP materials

Candy, gum, snacks, other food items

Tape/CD/MP3 players, radios, or portable TVs

Knives, hunting, personal, or otherwise

Personal computers, PDAs, handheld or Gameboy-type video games

Expensive jewelry

Lots of cash (about \$25 to \$40 should be sufficient)

Field gear including shovels, flares, matches, field packs, rope

Annex 1

Encampment Form 31A -- Cadet Staff Encampment Application



Enc Form 31A --
Cadet Staff App for E

Annex 2

CAP Form 60 -- Emergency Notification Information



capf060.dot

Annex 3

Orientation Flight Questionnaire



Orientation Flight
Questionnaire.doc

Annex 4

Encampment Form 31B -- Medical Report Sheet



Enc Form 31B --
Medication Report Sh

Annex 1
Encampment Form 31 -- Basic Cadet Encampment Application



Enc Form 31 -- App
for Encampment.doc

Annex 2
CAP Form 60 -- Emergency Notification Information



capf060.dot

Annex 3
Orientation Flight Questionnaire



Orientation Flight
Questionnaire.doc

Annex 4
Encampment Form 31B -- Medical Report Sheet



Enc Form 31B --
Medication Report Sh